

Job Description

Job Title:	Development Officer
Department:	Arts Advancement
Reports To:	Director, Arts Advancement
Jobs Reporting:	None
Salary Grade:	USG 9/10
Effective Date:	February 2020

Primary Purpose

Accountable to the Director, Arts Advancement, and working in collaboration with the Arts Advancement team, the Development Officer will be responsible for corporate, foundation and individual fundraising of gifts for the Faculty of Arts. Primary responsibilities, carried out as a member of the Advancement team, will include, identification, evaluation, cultivation, solicitation and stewardship of corporate, foundation and individual donors for the Faculty of Arts and interdisciplinary projects.

Key Accountabilities

Portfolio & Prospect Management

- Develops and maintains a good working knowledge of the Faculty and the University of Waterloo's activities, priorities and needs in both teaching and research;
- Maintain a thorough working knowledge of the Faculty of Arts fundraising priorities and the University of Waterloo's priority projects and progress;
- Using this knowledge, and in consultation with the Director, coordinates and implements fundraising strategies for corporate, foundation and individual prospects, including discovery, cultivation, solicitation and stewardship of prospects;
- Actively seeks out new prospects for the Faculty and coordinates prospect identification and research activities;
- Coordinates special campaigns and projects as assigned.
- Maintain knowledge of giving vehicles and non-complex gifts, refers planned giving.

Communication & Coordination

- Creates fundraising materials suitable for presentation to prospective contributors, and in consultation with the Director of Advancement;
- Develops proposals for projects tailored to the specific interests of corporations, foundations, individuals in consultation with appropriate faculty and Director of Advancement;
- Maintains/updates the database by ensuring that meeting notes are recorded and significant moves are tracked in the system;
- Provides functional direction to administrative staff involved in these activities, where applicable.

Relationship Management

- Establishes and maintains relationships with individual, foundation and corporate prospects and donors including arranging and participating in in-person visits, arranging visits to campus, special events, announcements, information exchanges;
- Recruits, trains and manages volunteer teams as assigned;
- Supports the work of the Senior Alumni Advancement Officer in coordinating communications and building relationships with students, young alumni and graduates;

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**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education <ul style="list-style-type: none">• University Degree or equivalent education and experience
Experience <ul style="list-style-type: none">• USG 9: 1-3 years of progressive major gift fundraising experience.• USG 10: 3-5 years of progressive major gift fundraising experience.• Experience with the full scope of development activity, including discovery, cultivation, solicitation, recognition and stewardship is required.• Experience fundraising in a university environment is considered an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Knowledge of giving vehicles and non-complex gifts;• Proven competence in project management, multi-tasking, planning, analytical and organizational skills;• Excellent communication, interpersonal, oral and writing skills including the expertise to create promotional materials and proposals;• Political acumen and problem-solving skills are required;• Demonstrated relationship building skills;• The ability to work in a highly complex and demanding environment.• Goal oriented, self-motivated with a demonstrated ability to take initiative and work independently and effectively as part of a team and with a broad mandate in a fast-paced, highly computerized and challenging environment;• Willingness to travel and work extended hours as required (some evenings and weekends);• Knowledge and experience in working with fundraising software is considered an asset;• Computer literacy and working knowledge of Microsoft Office• CFRE or fundraising certificate an asset but not required.

Nature and Scope

- **Contacts:** This position represents the Faculty of Arts and the Office of Advancement to internal stakeholders (collaborating units, faculty and staff). This is an external facing position which requires significant amounts of networking and social engagement, supported by internal partners. Appropriate deportment, acumen and aplomb is required. Must be comfortable working with a variety of stakeholders including political and community leaders, executives, industry partners and volunteers.
- **Level of Responsibility:** This position has specialized work and minimal supervision, acts in collaboration with Advancement staff in the Faculty of Arts and other Advancement units across campus and may provide guidance to others including but not limited to Office of Research and Office of Advancement. This position has specialized work and measured outcomes. It functions in a constructive team environment, but equally requires the ability to progress initiatives and to work independently with minimal supervision. This is not a supervisory position but recommendations and/or guidance to colleagues is required.

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- **Decision-Making Authority:** Independently makes decisions about prospect strategies, location and event strategies for engagement with guidance from the Director, Arts Advancement and works collaboratively with the Advancement team.
 - **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
 - **Working Environment:** Availability to travel; some travel within Canada and possible travel to international locations may be requested. Regular working hours, some evening/weekend work required. Minimal exposure to disagreeable conditions. Deadline pressures with demand for thoroughness and accuracy typical of program administration responsibilities.